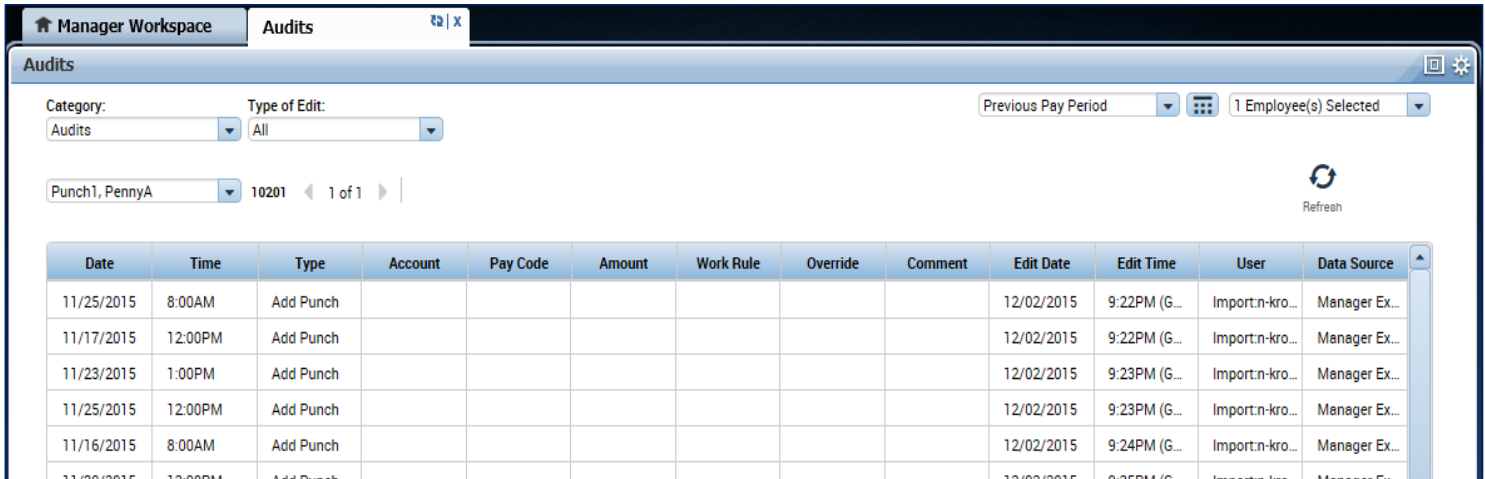


# Using the Timecard Audit Tab in eSTART

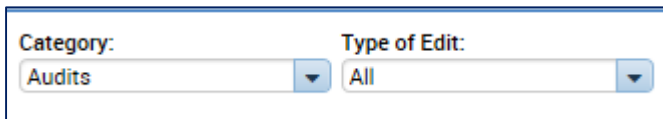
## Accessing the Audit Tab

- 1 There are two methods of accessing the Audits log. Access an employee's timecard and select **Go To>Audits** or select **Related Items>Audits**.



The screenshot shows the 'Audits' tab in the eSTART system. At the top, there's a 'Manager Workspace' header. Below it, the 'Audits' section has filters for 'Category' (set to 'Audits') and 'Type of Edit' (set to 'All'). There are also dropdowns for 'Previous Pay Period' and '1 Employee(s) Selected'. A 'Refresh' button is visible. Below the filters is a table with columns: Date, Time, Type, Account, Pay Code, Amount, Work Rule, Override, Comment, Edit Date, Edit Time, User, and Data Source. The table displays several rows of audit data, including dates like 11/25/2015 and 11/17/2015, and times like 8:00AM and 12:00PM. The 'Type' column shows 'Add Punch' for all entries.

- 2 Select a **Category** and/or **Type of Edit** to filter the results.



This is a close-up of the filter section from the screenshot. It shows two dropdown menus: 'Category' with 'Audits' selected, and 'Type of Edit' with 'All' selected.

Types of Edits	Description
All	Displays all timecard edits made for the selected employee's timecard in the selected Time Period.
Punch (Add/Edit/Delete)	Displays only timecard edits made to the <b>In</b> or <b>Out</b> punch columns for the selected employee's timecard in the selected Time Period, including the attachment of comments.
Pay Code (Add/Edit/Delete)	Displays only timecard edits made to <b>Pay Code</b> and <b>Amount</b> columns for the selected employee's timecard in the selected Time Period, including the attachment of comments.
Hours Worked (Add/Edit/Delete)	Displays only timecard edits made using the <b>Hours Worked</b> pay code for the selected employee's timecard in the selected Time Period, including the attachment of comments. You are unlikely to see or use this type of edit.
Duration (Add/Edit/Delete)	This feature is not utilized at this time.
Approvals/Sign-offs	Displays all employee and manager approvals as well as sign-off date and time.
Justification (Add/Edit/Delete)	This feature is not utilized at this time.
All Retroactive	This feature is not utilized at this time.
Retroactive Punch	This feature is not utilized at this time.
Retroactive Pay Code	This feature is not utilized at this time.
Account Approval Detail	This feature is not utilized at this time.

# Using the Timecard Audit Tab in eSTART



eSTART  
State of Alabama

## Audit Tab Column Descriptions

### Date/Time

The effective date and time of the edit.

### Account

The account to which the edit is attributed, if different from the primary account.

### Work Rule

The work rule used with the edit, if different from the employee's primary work rule.

### Comment

The comment attached to the edit.

### User

The user name of the person who made the edit.

Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Source
11/25/2015	8:00AM	Add Punch							12/02/2015	9:22PM (G...	Import-n-kro...	Manager Ex...
11/17/2015	12:00PM	Add Punch							12/02/2015	9:22PM (G...	Import-n-kro...	Manager Ex...
11/23/2015	1:00PM	Add Punch							12/02/2015	9:23PM (G...	Import-n-kro...	Manager Ex...
11/25/2015	12:00PM	Add Punch							12/02/2015	9:23PM (G...	Import-n-kro...	Manager Ex...
11/16/2015	8:00AM	Add Punch							12/02/2015	9:24PM (G...	Import-n-kro...	Manager Ex...
11/30/2015	12:00PM	Add Punch							12/02/2015	9:25PM (G...	Import-n-kro...	Manager Ex...
11/18/2015	5:00PM	Add Punch							12/02/2015	9:25PM (G...	Import-n-kro...	Manager Ex...
11/19/2015	12:00PM	Add Punch							12/02/2015	9:26PM (G...	Import-n-kro...	Manager Ex...
11/20/2015	1:00PM	Add Punch							12/02/2015	9:26PM (G...	Import-n-kro...	Manager Ex...
11/18/2015	12:00PM	Add Punch							12/02/2015	9:27PM (G...	Import-n-kro...	Manager Ex...
11/20/2015	5:00PM	Add Punch							12/02/2015	9:27PM (G...	Import-n-kro...	Manager Ex...
11/30/2015	8:00AM	Add Punch							12/02/2015	9:28PM (G...	Import-n-kro...	Manager Ex...
11/23/2015	5:00PM	Add Punch							12/02/2015	9:28PM (G...	Import-n-kro...	Manager Ex...

### Type

The kind of edit that was performed. Additional information regarding the type of edit may be displayed in brackets.

### Pay Code/Amount

The pay code and amount of hours to which the edit is assigned, if applicable.

### Override

The type of entry that this edit is replacing or cancelling, if applicable.

### Edit Date/Time

The date and time the edit was made.

### Data Source

The component of the application from which the edit was made. You will most frequently see Timecard Editor as the Data Source for your edits.

## Common Edit Type Descriptions

Types of Edits	Description
<b>Add/Delete Punch</b>	Displays actions of adding or deleting a punch.
<b>Edit Punch (description)</b>	Displays punch edits, including punch overrides, and marking and unmarking punches as reviewed.
<b>Add/Delete Comment (Punch or pay code)</b>	Displays edits to punches and pay codes, to attach or remove comments.
<b>Add/Delete Pay Code</b>	Displays actions of adding or deleting pay codes.
<b>Approval</b>	Displays approvals by employees and managers.
<b>Suspend Pay From Schedule for Specific Date (uncommon)</b>	Displays a system-generated edit that occasionally occurs when an edit is made to a pay code that is auto-populated in the timecard. It indicates a behind the scenes interaction between the schedule and the timecard during a timecard save.